

DATE: June 24, 1998 (Revised August 25, 2008)

TO: Outdoor Advertising Sign Permit Applicants

RE: **INFORMATION BULLETIN NO. 127**
Permit Requirements for Outdoor Advertising Signs

The following list of requirements shall be provided to expedite the permit process for outdoor advertising signs as required by Section 80-220(e) of the Zoning Ordinance and Section 18-16 of the Kansas City Building and Rehabilitation Code:

1. Three (3) copies of a site plan, sealed by an engineer or a land surveyor registered to practice in the State of Missouri, and drawn to scale with north arrow indicated. The site plan must show the following:
 - a) Correct address.
 - b) Complete legal description.
 - c) All property lines and easements.
 - d) Location of public right-of-way adjacent to the property.
 - e) Location of proposed sign.
 - f) Zoning district in which the sign is proposed.
 - g) Zoning of adjacent properties.
 - h) Location of all existing structures and signs on property.
 - i) Spacing between the proposed sign and any existing outdoor advertising (billboard) signs on either side of the street.
 - j) Location of all residentially occupied buildings, institutional uses, boulevards, parkways, public parks, playgrounds, schools, libraries, auditoriums, stadiums, or any other publicly owned building used by the general public located within 500 feet of the proposed sign.
 - k) Location of any residential zoning district (R1 through R6) within 500 of the proposed sign.

2. Three (3) copies of structural design documents sealed by an engineer registered to practice in the State of Missouri:
 - a) Proposed sign design, including the foundation design, and structural calculations.
 - b) Sign elevation showing total height of the sign from grade to the highest point of the sign.

- c) Horizontal and vertical dimensions of the proposed sign and all sign embellishments.
- 3. Three (3) copies of the lease agreement with the property owner.
- 4. A copy of the sign permit issued by the Missouri Department of Transportation, as required along State right-of-way.
- 5. Name, address, and telephone number of a contact person.

All of the above documents must be submitted to the Permits Services Branch on the 5th floor of City Hall. Upon receipt of all required documents, a site investigation will be made by the Investigations Division to verify full compliance with all zoning requirements. When the Permits Services Branch receives a satisfactory investigation report, the applicant will be notified and a sign permit may be issued. In order to issue permits in a timely manner and not restrict the ability of others to obtain permits, approved investigation reports will be kept on file not more than 10 working days after approval. In the event no permits are obtained based upon such reports, permits requested by others in the vicinity of an expired investigation report will then be considered for issuance.

Please feel free to contact the Permits Service Branch at (816) 513-1500 (Option 3) if you have any questions regarding this procedure.